

DISC Newsletter

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DISC NEWSLETTER

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An Information Periodical For DISC Employees

Section Articles

We will be presenting articles from two sections within DISC each month. For September the articles are from Fiscal Services and Accounting Services within BAS.

Fiscal Services by Janet Starnes

WHAT ARE WE? The Fiscal Financial Services staff prepares accurate, timely financial reports for managing cash flow, and budgeting. We also handle the ad hoc management reporting needs of the Division, while devising new methods of cost recovery and rate setting.

WHAT DO WE DO?

We prepare annual advisory and actual rates for all DISC services in compliance with Federal OMB Circular A-87 and Circular A-25 guidelines. We also track costs, do budgets, and provide cost analysis for new projects within the Division.

WHO ARE WE?

Pat Orr, Larry Caldwell, and Janet Starnes

Pat Orr grew up in Sabetha, Kansas. He went to college at Washburn University, obtaining his Bachelor's Degree in Finance. Pat is married, and has two beautiful daughters. He has been with the State over twenty years, with over eighteen years in DISC. He is a wealth of information and knowledge, and is a good teacher. Pat has a very good sense of humor and a great imagination.

Larry Caldwell is also a Kansas native. He attended college at Emporia State University, graduating with a Bachelor's Degree in Business with emphasis in Accounting. He is married, and also has two beautiful daughters, one who recently married. Larry has been with the state for thirty-one years, and has been with DISC just over three years. He has worked as an auditor with KDOR, and as an accountant with A & R. Larry loves to read, likes learning the history of various places and things, enjoys playing with his two Basset Hounds, and being a collector of writing instruments (he says he will take donations).

Janet Starnes moved to Topeka in August of 2002 from Norman, Oklahoma, where she worked for The University of Oklahoma, Health Sciences Center as a staff accountant. Janet has worked with Pat and Larry for almost a year. She graduated from Ottawa University in 1993 with a Bachelor's Degree in Business Administration, with emphasis in Accounting. She then received her teaching certification from the University of Central Oklahoma. Janet is married, has three daughters, two sons-in-law, two sons, and two granddaughters. She enjoys helping with Project Topeka, teaching the three year olds at church, and square dancing.

Accounting Services by Jennifer Sauer

The Accounting Services Group is made up of eight staff members, each responsible for various tasks. We are the group that handles ordering items, paying for those items, administration of contracts, reimbursement of expenses, administration of Kans-A-N cards, and billing DISC customers for the Services provided by you. Although most of you are familiar with the Accounting Team, I thought I'd just give you a brief summary of who we are and what we do.

Shirley Perry has been with DISC for 16 years and is the LEAD worker over the Accounts Receivable function. She just received the additional duty of administering the Kans-A-N Cards and Sprint Teleconferencing Cards. Shirley sends out the monthly Video and Telecommunication Bills to customers as well as signing up new customers with the appropriate account information.

LaTonya Drakes tracks and reports our outstanding Accounts Receivable, working with our customers to keep our delinquent accounts to a minimum. She has been with DISC for 3 years. Her functions also include sending out the monthly Kans-A-N and Central Mail Bills to our customers. LaTonya recently has received the additional duty of auditing the DISC cell phones.

Shelly Myers sends out the monthly Data Services Bills to our customers as well as sending out the SLA and Special Bills throughout the year. She has been with DISC for 2 years. Shelly has recently been involved in working with BOT in the Circuit Consolidation Project.

Angie Feyh has been with DISC for 2 years. Her functions include sending out the many parts of the Data Processing Bills, including KOMAND, Tech Hours, and Small Agency Email.

Another key function that Angie provides DISC is that of verifying contract compliance with major telecommunication accounts. She has been kept busy this past year in helping AT&T better understand our accounts.

Laura Browne has been with DISC for 19 years and is the LEAD worker over the Procurement function. Her duties include contract administration, fixed asset reporting, and coordination of the Business Procurement Card program. Laura also tracks our base budget items, SLAs, and Inventory.

Janice Yokum orders and tracks the acquisitions for DISC. She keeps track of the state contracts through the Division of Purchases and assigns Inventory numbers to new fixed assets as they are delivered. She has been with DISC for 5 years. Janice also tracks and pays some of our smaller telecommunications accounts as well as assisting the BOT Storeroom in the payment of their invoices.

Pam Shaddock tracks and reports our Accounts Payable; she has been with DISC for 2 years. She works with our vendors and DISC staff to verify invoice accuracy and appropriately code all payments made from DISC. She also works with Accounts and Reports to expedite the speed with which you receive reimbursements. Pam provides DISC with monthly variance reports that track how well we are doing in relation to our budget.

Jennifer Sauer is the manager of this fine group of individuals. My job is made easy, as each of these staff members do their job with expertise. I have been with DISC for 3 years and my functions include cash flow analysis, management financial reports, and consulting with DISC and customers on accounting functions. If there is ever anything we can do for you; please do not hesitate to contact one of my staff or myself.

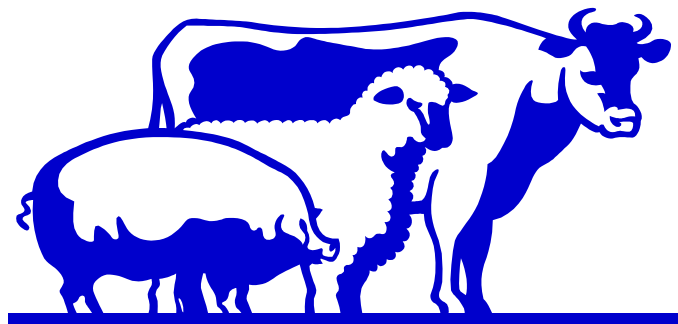
A Family Tradition by Bob Michaelis

The Bob Michaelis family has traditionally finished in the top at the Wabaunsee County Fair. Bob Works in computer operations for D.I.S.C. . His 6 children have been active in 4-H and the beef project since 1977. His youngest, Rex, showed for the last time this summer and he went out with a bang. He showed the grand champion steer of the fair for the second year in a row and also had the accomplishment of his steer being the grand champion carcass, which has never been done before at the fair. This is a great honor to have the live placing being backed up by the carcass placing. This success has been consistent through Bob's kids 4-H years with 4 grand champion steers, many reserve grand steers, supreme champion heifers and many class winners. Showing and fitting these animals is also a big part of this success and many showmanship championships have been achieved over the years.

This success over the years has an added bonus for Bob and his son's cow herd. The calves from the herd are now in demand for show calves and two of the top prospects from this falls crop have been sold for nice premiums and are going to showmen in Indiana and Nebraska. Other calves are being prepared for sales at Wichita and at home.

The tradition may not stop with Bob's 6 children though as the grandchildren are poised to carry on. Bob's oldest grandson, Curtis Capoun, has shown 2 class champions and has been junior champion showman in beef in his first 3 years in 4-H. Little brother Wade in his first year this year, showed the reserve grand champion hog of the fair. Queenie and her mate Pumba were really pampered by Wade. He did a great job. Of course Curtis had the pick of the calves from this years crop and has already started breaking his calf for next year. And with this the hope of carrying on "The Family Tradition" of winning at the Wabaunsee County Fair.

Congratulations Bob!





EMPLOYEE INFO

*Happy September
Birthdays to:*



Kathy Cummings

Dan Rethman

Alex Bergquist

Lisa Brown

Morey Sullivan

Jerry Rissen

Dwight Tolbert

Gary Pinger

Connie Stroud

Donna Luttjohann

Jodi Tritsch

Randy Drum

Tim Griffin

Sandra Lawrence

Dennis Smith

Deb Harrop

Frank Kosiba

Jeery Senne

Randy Taylor

Mike Campbell

Jennifer Sauer

DEATHS

Carey Brown's Mother

Jerry Rissen's Father

Pam Shadduck's Stepfather

David Lord's Father-In-Law

Cathy Nicoletti's Father



***Our Thoughts and Sympathies are With
You.***

Kudos

The following comments were received thanking DISC employees for great work.

BIS & BOT

From Office of Administrative Hearing:

Thanks for having Joe Hennes and Dave Timpany attend our security meeting with SRS IT representatives yesterday. They were extremely helpful. While I did not understand all the technical aspects, I understand that for now we are in good shape, and that Dave is going to make sure our access is encrypted.

BIS & BOCS

From Judicial:

We would like to thank you (John Jones, Loren Westerdale, Tony Matalone) for your help with our problem. You guys handled the problem quickly and professionally.

BAS

From KDOT:

To Cheryl Price:

You are providing a great service to the agencies....which we can choose to take or not. After last year's exercise, I wanted to test so many things, but find I have run out of time. I have made a few of those changes. Thank you for keeping me focused.

BAS & BOT

From Facilities Management:

Just wanted you to know that Craig Srna and Morey Sullivan went the extra mile in helping us get something accomplished for the Secretary's office that was on a really tight deadline.

BOT

From Kansas Legislature:

Just a note to thank you for the assistance we received from Bill Kelly and Bryce Warner on our recent switch troubles.

BAS

From DPS:

To Pat Orr:

Pat, we are just about there with our budget. We could not have done all that has been required without your help and leadership. We sincerely appreciate all that you have done for us, your insight and expertise, and (perhaps most of all) your patience. Thank you - very much.

***Great Work Everyone! This Is What
Customer Service Is All About!!***

**Division of Information
Systems and
Communications (DISC)**

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Meeting Our Customer's Needs

Service Pins

The following are the individuals and years of service they were recognized for.

10 years

Jay Coverdale

Kelley Kuta

David Willoughby

20 Years

Cadre Griffin

Swanee Lawrence

Judy Niccoli

Cheryl Price

30 years

Theresa Duran

Joe Hennes

KUDOs

The following comments were received thanking DISC employees for great work.

Data Center

I just wanted to thank all of you for the outstanding job you all did moving tapes and assisting in the new silo install. I still can't believe we moved over 6,000 tapes in 1 hour and 40 minutes. It was truly an example of good planning and teamwork. Not only did we accomplish this in half the time I thought it would take, we also had fun while doing it. You are all truly an asset to DISC and I'm very fortunate to have such a great group of folks working for me. Once again THANKS!!

***Congratulations
everyone! What an
accomplishment!***



Picture of those able to attend the ceremony.